

Midland Area Agency on Aging Site Manager

The Site Manager is responsible for the overall management and supervision of the daily operations of a Senior Center which also acts as the county public transit distribution hub. The Site Manager reports directly to Midland Area Agency on Aging. The site manager will be responsible for:

Maintaining services and advocating for aging residents in service area:

- Understanding of Older Americans Act regulations and procedures in regard to senior program planning, development, implementation, evaluation, administration and seeks out changes in programs.
- Identifying the needs of older adults and helps identify agency and community resources available to assist them.
- Food purchasing, control, preparation, nutrition program procedures, policies and general knowledge of serve-safe.
- Principles and practices of effective employee supervision and personnel administration.

Coordinating transportation activities within service area:

- Maintains routes and schedules for transportation in and around the county
- Coordinates vehicle maintenance and maintains repair records
- Drives transportation vehicles in absence of bus drivers to maintain schedules services

Essential Duties

- Plan, organize and coordinate community based programming for a senior citizen population
- Maintain effective working relationship with the Center Personnel, Midland Area Agency on Aging staff and board members, and the general public
- Coordinate and maintain related records and statistics of all activities and programs
- Manage annual budget for activities and programs
- Develop and coordinate fundraising activities to sustain, support and build Senior Center activities
- Develop, coordinate and supervise volunteers to assist with programming and activities
- Provide administrative support for all Senior Center programs
- Attend monthly meetings that will provide updates on programs and budget regulations/changes Senior Center Board of Directors
- Maintain scheduled office hours as approved by Midland Area Agency on Aging
- Prepare monthly reports for all services to Midland Area Agency on Aging in a timely manner
- Maintain and publish a schedule of all activities and other materials including brochures, calendars, letters, posters, news releases, fliers and related communications regarding senior adult programs
- Act as an advocate for senior citizens by providing information, referrals, resources and assistance on benefits and services available to them in the community
- Maintain effective and efficient use of budgeted funds, personnel, materials, facilities and time
- Manages grants related to transportation programs and vehicle purchases.

- Interacts with, conducts presentations, and communicates information to Midland Area Agency on Aging staff, external agencies, and general public on an as needed basis.
- Develops plans to deal with specific circumstances including goals, objectives, operating procedures, and priorities for the Center.
- Coordinates and attends meetings with staff members to plan programs, identify issues, and improve services/programs.
- Coordinates the activities of the Senior Center and transportation. Schedules and assigns work; develops, trains, and evaluates staff; initiates and recommends such personnel actions as hiring, disciplining, counseling, training, etc.

Qualifications:

- High school diploma or GED equivalent required.
- Experience working with elderly in community setting and/or residential settings
- Experience interacting and managing employees.
- Considerable oral and written communication skills.
- Proficient in Microsoft environment, notably Word, Excel and Outlook.
- Cultural competence. Must value the differences and integration of cultural attitudes, beliefs, and practices into programming.
- Must have networking abilities. Ability to establish community partnerships and knowledge of resources.
- The candidate must have high levels of personal characteristics including, but not limited to the following: enthusiasm, competency, empathy, and warmth.
- The candidate must be flexible, with a high degree of motivation, exercise good judgment, and be able to work independently.
- Must have a valid Nebraska Driver's License and pass a background check and drug test.
- Must have ability to understand and administer basic budgeting principles

Physical Demands

The physical demands involve balancing, climbing, crouching, driving, far acuity, feeling, fingering, handling, hearing, kneeling, lifting, mental acuity, near acuity, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking. May be required to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.

Hours of Work

Daily hours are 8am – 4pm Monday through Friday. Extended hours may be required to maintain scheduling and services.